



Beckie Cato, AICP  
Planning and Zoning Director

# Santa Rosa County Development Services

Tony Gomillion  
Public Service Director



Rhonda C. Royals  
Building Official

## SUMMARIZED CHECK LIST FOR SUBMITTING *Pool* APPLICATION

1. **POOL PERMIT APPLICATION.** A current Building Permit Application form is to be completed and submitted for all construction projects. Please use the appropriate form.
2. **CERTIFIED SURVEY OR PLOT PLAN.** A plot plan or a site plan is required for all construction projects to include new construction, additions, and renovations. The plot plan is to show the property dimensions and the location of all proposed and existing structures to include the distance from the proposed construction to the property lines. The plot plan is to include the location of the pool, identify the depth of the pool, and distance from the pool to the property lines. The plan must also show the location of the septic system and the direction of water flow from the pool area.
3. **CITY APPROVAL.** If the project is located within the city limits of Milton, Gulf Breeze, or Jay, prior approval is required. The city documents and/or approval stamps are required to be submitted by the customer to this office when applying for a Building Permit. If you are within one of these jurisdictions please deduct \$15.00 from the permitting fee.
4. **PLANS.**
  - a. When required a cut view detail of the pool is to be provided.
  - b. When required, projects located on Navarre Beach and in FEMA designated FLOOD ZONE "V", the plans must be designed and sealed by a Florida State Certified Architect or Engineer.
  - c. All commercial projects must provide 2 complete sets of Florida Engineer or Architect designed and sealed plans and construction details.
7. **BARRIER/ALARM ACKNOWLEDGEMENT FORM.** All pools will provide a notarized copy of the Barrier/Alarm Acknowledgement Form. See page 3 of this application.
8. **NOTICE OF COMMENCEMENT.** The recorded Notice of Commencement is required if the project's cost of construction is \$2,500 or more. Blank forms are located in Development Services Department for your convenience. The form is to be completed, notarized, and recorded with the Clerk of Court located at the Santa Rosa County Administrative Complex (6495 Caroline St., Suite A, Milton, Florida). The recorded copy of the Notice of Commencement is to be submitted to Development Services before any inspections will be made and a copy must be posted on the job site.
9. No fill or structures of any type shall be placed within any easements.

### Permitting Fees:

Residential In-Ground Pool- \$179.05

Residential Spa, Hot Tub, or Above-Ground Pool- \$89.00

Commercial In-Ground Pool- \$210.40

### Normal Sequence of Inspections:

1. POOL FOOTING/PRESSURE INSPECTION.
2. ELECTRICAL ROUGH INSPECTION. This inspection is for the electrical bonding.
3. GAS ROUGH INSPECTION. (If required.)
4. ELECTRICAL FINAL INSPECTION.
5. GAS FINAL INSPECTION. (If required.)
6. POOL FINAL INSPECTION. This inspection is for the Alarms and Barrier compliance.

Santa Rosa County Public Service Complex  
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583

[www.santarosa.fl.gov](http://www.santarosa.fl.gov)

Office: (850) 981-7000

Inspections/Compliance Division Fax: (850) 623-1208 • Planning/Zoning Division Fax: (850) 983-9874 • Commercial Review Fax: (850) 623-1381

# Property Information

Property Owner: \_\_\_\_\_ Job Address: \_\_\_\_\_  
 Parcel Number: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Owner Phone Number: \_\_\_\_\_ Owner E-mail: \_\_\_\_\_  
 Mailing Address for Property Owner: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Driving Directions to Site From Public Service Complex (6051 Old Bagdad Hwy, Milton): \_\_\_\_\_

# Job Information

☐ Residential or ☐ Commercial  
☐ Above Ground ☐ In-Ground ☐ Spa  
☐ Gunite ☐ Liner ☐ Fiberglass  
 Cost of Construction: \$ \_\_\_\_\_  
 Length \_\_\_\_\_  
 Width \_\_\_\_\_  
 Depth \_\_\_\_\_  
 Is this a corner lot? ☐ Yes ☐ No  
 Will there be a pool enclosure to added in the future?  
☐ Yes ☐ No

## Swimming Pool Barrier Requirement Owner's Certificate of Acknowledgement

I, \_\_\_\_\_, now engaging or about to engage in the construction of a swimming pool upon my own premises as described on the required building permit application and located in Santa Rosa County, Florida, do hereby acknowledge the requirement of an approved barrier at least 48 inches (4 feet) above grade, measured on the side of the barrier which faces away from the swimming pool, is to be erected prior to filling the pool with water. Furthermore, I acknowledge the requirement of an alarm on all doors and windows within a dwelling unit having direct access to the pool through a wall (or walls) that serves as part of the barrier.

I further acknowledge that the foregoing is required by Section 315 of the Standard Swimming Pool Code and County Ordinance 93-08 relating to adoption of said code.

\_\_\_\_\_  
 Property Owner's Signature

☐ Personally Known or

☐ Produced ID \_\_\_\_\_

\_\_\_\_\_  
 Notary's Signature

Notary Seal

# Disclosure

**Florida Statutes, 713.135(6)** Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**Time limitation of application:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

**Conditions of the Permit:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days.

Applicant: \_\_\_\_\_ License #: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Signature of Qualifier: \_\_\_\_\_

By signing you acknowledge the Disclosure above.

If you are an owner who would like to pull your own permit please fill out the Owner/Building Disclosure form.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A  
NOTICE OF COMMENCEMENT MAY RESULT IN YOUR  
PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY.  
IF YOU INTEND TO OBTAIN FINANCE, CONSULT WITH YOUR  
LENDER OR AN ATTORNEY BEFORE RECORDING YOUR  
NOTICE OF COMMENCEMENT.**

**Residential Swimming Pool, Spa and Hot Tub Safety Act**

***NOTICE OF REQUIREMENTS***

I (We) acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at

\_\_\_\_\_, and hereby affirm that one of the following methods

Please Print Street Address

will be used to meet the requirements of Chapter 515, Florida Statutes.

**(PLEASE INITIAL THE METHOD(S) TO BE USED FOR YOUR POOL)**

\_\_\_\_\_ The pool will be isolated from access to the home by an enclosure that meets the pool barrier requirements of Florida Statutes 515.29; (if home is part of enclosure – item 3 must be initialed also.)

\_\_\_\_\_ The pool will be equipped with an approved safety pool cover that complies with ASTM F1346-91 (Standard Performance Specifications for Safety Covers for Swimming Pools, Spas and Hot Tubs).

\_\_\_\_\_ All doors and windows providing direct access from the home to the pool will be equipped with an exit alarm that has a minimum sound pressure rating of 85 decibels at 10 feet and is hardwired to the house electrical system or plug in type.

**\*\*Note:** Battery Type alarms must meet UL 2017. All types of alarms must have a pass thru button.

\_\_\_\_\_ All doors providing direct access from the home to the pool will be equipped with self-closing, self latching devices with release mechanisms placed no lower than 54" above the floor or deck. All windows providing direct access from the home to the pool will be equipped with an exit alarm that has a minimum sound pressure rating of 85 decibels at 10 feet and is hardwired to the house electrical system or plug in type.

I understand that not having one of the above installed at the time of final inspection, or when the pool is completed for contract purposes, will constitute a violation of Chapter 515, F.S. and will be considered as committing a misdemeanor of the second degree, punishable by fines up to \$500 and/or 60 days in jail as established in Chapter 775, F.S.

\_\_\_\_\_  
**Property Owner's Signature**

☐ Personally Known or ☐ Produced ID \_\_\_\_\_

\_\_\_\_\_  
**Notary's Signature**

Notary Seal